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Secretary-General's bulletin

Amendments to staff rules 105.3, 107.13, 107.19, 107.21, 107.23, 205.2, 207.15, 207.19, 207.20, 207.22 and 307.6

The Secretary-General, pursuant to staff regulation 12.2, hereby promulgates the text of the amendments to staff rules 105.3, 107.13, 107.19, 107.21, 107.23, 205.2, 207.15, 207.19, 207.20, 207.22 and 307.6, which are set out in the annex to the present bulletin. These amendments shall be provisional until the requirements of staff regulations 12.3 and 12.4 have been met.

The amendments promulgated by the present bulletin shall enter into force on 1 January 2007.

(*Signed*) Kofi A. **Annan**
Secretary-General

06-63055 (E) 301106

Annex

Amendments to the Staff Rules

Rule 105.3
Home leave

...

(d) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:

...

(iii) The Secretary-General may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule, in exceptional and compelling circumstances. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3;

b. Home leave travel to a country other than the home country subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

...

Rule 107.13
Terminal expenses

(a) For all official travel to or from the duty station, a staff member is entitled to payment of terminal expenses, at rates and under conditions established by the Secretary-General. Terminal expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the staff member himself or herself and in respect of each family member authorized to travel at United Nations expense, except the costs provided for under rule 107.19 (iii).

(b) No terminal expenses shall be paid in respect of an intermediate stop that:

(i) Is not authorized;

(ii) Does not involve leaving the terminal; or

(iii) Is exclusively for the purpose of making an onward connection.

...

Rule 107.19
Miscellaneous travel expenses

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

...

(ii) Telephone or other forms of communication required for official business;

...

(v) Text processing services or rental of equipment required for the preparation of official reports or correspondence;

...

Rule 107.21
Excess baggage and unaccompanied shipments

...

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.

...

(g) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum of:

(i) 50 kilograms, or 0.31 cubic metres, by the most economical means, per person, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms, or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution;

(iii) For the purposes of this rule, the shipment entitlements associated with incoming and outgoing journeys may be combined and exercised in whole or in part as one shipment provided the total is within the combined entitlement.

...

Rule 107.23
Travel advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of 100 per cent of travel subsistence allowance and terminal expenses payable under these Rules may be made on the basis of the estimate and certification from the appropriate certifying officer.

...

Rule 205.2
Home leave

...

(c) The country of home leave shall be the country of the project personnel's nationality, subject to the following terms, conditions and exceptions:

...

(iii) The Secretary-General may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule, in exceptional and compelling circumstances. An individual requesting such authorization will be required to satisfy the Secretary-General that he or she maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the individual continues to have close family and personal ties in that country and that his or her taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3;

b. Home leave travel to a country other than the home country subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

...

Rule 207.15
Terminal expenses

(a) For all official travel to or from the duty station, project personnel are entitled to payment of terminal expenses, at rates and under conditions established by the Secretary-General. Terminal expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the project personnel himself or herself and in respect of each family member authorized to travel at United Nations expense, except the costs provided for under rule 207.19 (iii).

(b) No terminal expenses shall be paid in respect of an intermediate stop:

(i) Which is not authorized;

(ii) Which does not involve leaving the terminal; or

(iii) Which is exclusively for the purpose of making an onward connection.

...

Rule 207.19
Miscellaneous travel expenses

Necessary additional expenses incurred by project personnel in connection with the transaction of official business while in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

...

(ii) Telephone or other forms of communication required for official business;

...

(v) Text processing services or rental of equipment required for the preparation of official reports or correspondence;

...

Rule 207.20
Excess baggage and unaccompanied shipments

...

(b) Project personnel travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.

...

(h) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum of:

...

(i) 50 kilograms, or 0.31 cubic metres, by the most economical means, per person, in respect of each journey, except as provided in subparagraph (ii) below. At the request of the individual, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms, or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution;

(iii) For the purposes of this rule, the shipment entitlements associated with incoming and outgoing journeys may be combined and exercised in whole or in part as one shipment provided the total is within the combined entitlement.

...

Rule 207.22
Travel advances

Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of 100 per cent of travel subsistence allowance and terminal expenses payable under these Rules may be made on the basis of the estimate and certification from the appropriate certifying officer.

...

Rule 307.6
Excess baggage and unaccompanied shipments

...

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.